****

**Application for the post of Administration Worker (21 hours)**

|  |
| --- |
| 1. **Personal details**
 |
| **Name** |  |
| **Address** |  |
| **Daytime telephone contact** |  |
| **Email** |  |
| **Declaration and Data Protection Statement**  |
| The information you provide on this form will be treated in the strictest confidence. Your information will be stored securely, only those directly involved in the recruitment process will have access to your application form. To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal.In completing and returning this application and any attachments you are consenting to the processing of data therein and that this will comply with the Data Protection Act 1998 and General Data Protection Regulation.**Signature…… ……………………………... Date…………** |

|  |
| --- |
| 1. **Qualifications and training**

**Only enter those qualifications and/or training necessary or relevant to the job- please see the job description for more information.** |
| Qualification and/or training | Subject | Result and date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| 1. **Previous employment (list in order, with most recent employer first)**
 |
| Please list **all** your previous employment, explaining any gaps in employment.  |
| Dates | Name and address of employer | Job title and nature of work | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| 1. **Personal Statement**

Please tell us how you fit the person specification for this role. Ensure you back up any statements with examples and evidence of your effectiveness. E.g. * “I am a good trainer” (not acceptable evidence)
* “I am a good trainer as I have delivered 30 training events and got good feedback from 70% of the people who attended” (acceptable evidence)
 |
|  |

|  |
| --- |
| 1. **References**
 |
| Edinburgh Rape Crisis Centre requires employment references to cover a three year period – if necessary, please provide further referees covering the last 3 years. |
| **Reference 1: Current / most recent employer** |
| Name: | Position:  | Tel no:  |
| Company name: | Address: |
| **Reference 2: Previous employer / line manager** |
| Name: | Position:  | Tel no: |
| Company name: | Address: |
| **Reference 3: Previous employer / line manager** |
| Name: | Position: | Tel no: |
| Company name: | Address: |

**Closing date for applications:** Friday 18 October, 1pm

Please return your completed application form to info@ercc.scot marked

***Internal Recruitment- Private and Confidential***